

# EXHIBIT FOUR

## PROGRAM AND COURSE INFORMATION

### INSTRUCTIONS

This exhibit will be evaluated to determine if the proposed instructional programs are of sufficient level, content, and duration to achieve identified objectives and are appropriate to the proposed award level and study discipline. A Program Outline for each program offered and Course Outline(s) for each course offered within each program must be included in this exhibit item. Although the school is free to adopt a structure and format for these items that is consistent with its mission and goals, each item of information in each type of outline must be addressed.



The **Program Outline** collects specific information about each program of instruction offered by the school. Certification standards define a program or program of instruction as “a complete academic or vocational educational offering that fulfills the requirements for the awarding of a certificate or degree. A program may consist of one or multiple courses, and must fulfill an academic, occupational, or other training objective.” A separate Program Outline must be completed for each program listed on the program inventory (application item 43).



The **Course Outline(s)** should be a detailed and well organized instructional plan that covers the specifics of each course or subdivision of the program. The department does not expect all programs to be organized around a traditional course configuration but encourages school officials to structure the programs in a manner that is consistent with the mission and objectives of the school. However, in order to complete a thorough review of the level and content of the proposed programs, department staff must have access to information about the basic instructional units of the program. Additionally, the development of this material helps ensure consistency of quality and content of educational programs over time and across instructors. Since certification standards define a course as “a defined and unique educational offering with discrete objectives and requirements relating to a specific skill or knowledge set that supports a program,” many types of instructional units (modules, skill sets, competencies, etc.) may be used as the basis for the course outline(s).


# Program Outline Instructions

(Submit One For Each Program Offered)

The Program Outline collects specific information about each instructional program offered by the school. A separate outline should be developed for each program listed on the program inventory. The school is free to adopt a structure and format that is consistent with its mission and goals, as well as educational philosophy, or use the outline form included in this exhibit. Whatever form the document takes, it must include, as a minimum, the following information.

- A. **Program Title:** The official name of the program must be consistent with the program inventory and all school publications.
- B. **Completion Award:** The exact designation of the completion award presented to students upon successful completion of the program.
- C. **Admission Requirements:** List all requirements students must meet in order to be admitted to the program. If specific testing or performance standards are used for this purpose, please identify the assessment instrument and the minimum acceptable score or performance.
- D. **Graduation Requirements:** List the requirements a student must satisfy in order to graduate from the program. This should include, but need not be limited to, clock or credit hour requirements, competencies mastered, and/or other performance-based requirements.
- E. **Study Equivalency:** List the maximum credit or contact hours the school will grant for each of the following activities.

 Study at another institution (school, college or university)

 Work experience or other equivalency


 Testing out

 Any other nonclassroom activity

This item reports the maximum total of credit or contact hours that the school allows students to accumulate from outside sources. If the school requires all hours of the program to be earned at the school, the outline should positively confirm that policy. As an additional note, if the school evaluates and grants program credit for any of the listed activities, the school publications must specifically outline the activities allowed and the maximum hours that may be granted.


- F. **Minimum Residency:** Report the minimum number of credit or contact hours that must be earned at the school for successful completion of the program. This item specifies what proportion of the program must be delivered by the school granting the certificate or degree. If the school does not allow any hours to be earned in the categories listed in outline item E (study equivalency), this item should be consistent with the information contained in the program inventory (Item 43).
- G. **Teaching Methodologies:** Identify which of the following teaching methodologies are used in program delivery and the approximate percentage of total instruction each comprises.

 Classroom Instruction


 Laboratory Instruction

 Internship/Externship

 Independent Study

 Distance Education (specify delivery methods such as correspondence, Internet, interactive television and percentage of each, if multiple delivery methods are used.)

 Supervised research





 Any other delivery method

Percentages must add to 100. Please note that independent study does not account for the homework portion of the program.

- H. **Student Evaluation:** Identify and describe the grading system(s) used for this program. The school may identify a rank type grade system (letter grade, percentage, score, etc.), a pass/fail system (identifying the minimum pass score or performance), or other type of grade system (be specific). If more than one system is used, include a detailed explanation of the function each system serves. This item will be reviewed in conjunction with the publication description of evaluation and grading to ensure that consistent information has been provided to the department regarding the system of evaluation and grading used for each of the school's programs.
- I. **Minimum Course Grade:** The minimum passing grade or performance level for an individual course or a component of the program. This must be reported consistently with the grading system reported in outline item H (student evaluation). Please note, even if you choose a pass/fail system, a minimum level for passing must be set.
- J. **Minimum Cumulative Grade:** The cumulative grade or performance level required for graduation from the program. This must be reported consistently with the grading system reported above in outline item H.
- K. **Objectives and Outcomes:** Description of the academic objective(s) and/or vocational education outcomes the program is intended to accomplish. The objectives and outcomes for all programs should clearly support the mission of the institution as described in the application materials.
- L. **Program Components:** Listing of courses or other instructional blocks that comprise the program and, if applicable, the sequence in which the courses or blocks should/must be taken. This course listing must match the course outlines provided as the second part of this exhibit.

## Course Outline Instructions

The Course Outline should be a detailed and well organized instructional outline that covers the specifics of each program component identified in item L of the Program Outline. The school is free to adopt a structure and format that is consistent with its mission and goals, as well as educational philosophy. Regardless of the format, the each course outline should include all components listed below.

- A. **Course Title:** This should identify the specific and unique title of the course. The course title should match the information provided in the program outline and the catalog descriptions.
- B. **Program Links:** Identify the specific program(s) under which this course is taught or to which it is applicable at the institution.
- C. **Instructor:** Identify the primary instructor or instructors for this course. These individuals should be identified in application item 45 and the school publications. If individuals have not been hired to fill these teaching positions, this item should link the course to a specific job description submitted as part of Exhibit Six.
- D. **Objectives and/or Competencies:** List and describe the academic objectives achieved through the completion of the course or the skills and competencies graduates will have mastered. This item should directly support the objectives and outcomes identified for the related program(s).
- E. **Admission Requirements:** List all prerequisites, co-requisites, knowledge, skills or abilities students must have completed in order to enroll in the course.
- F. **Teaching Methodologies:** Describe the methods used in the delivery of the course (classroom, laboratory, distance education, independent study, supervised research, supervised internship or externship, electronic telecommunication, other methods of instruction)
- G. **Course Content:** Describe the subject matter included within the course, focusing on the major instructional components of the course. As appropriate, this should also include information about or an outline of the course delivery structure and sequence.
- H. **Completion Requirements:** List the requirements for successful completion of the course including, as a minimum, the following items.
  -  Grade achievements-This item must describe the system of student evaluation used in this course as well as identify the minimum acceptable grade.
  -  Performance requirements-Identify and explain any performance related requirements (beyond grades) that must be met in order to pass the course.
  -  Number of credit or clock hours awarded upon completion
  -  Minimum attendance requirements
- I. **Course Equivalency:** Other methods by which course requirements may be met (study at another institution, work experience or other equivalency, testing out, credit earned on any basis other than instruction offered by the school).

## Program Outline Form

A. Program Title:			
B. Completion Award:			
C. Admission Requirements:			
D. Graduation Requirements:			
E. Study Equivalency: Check if applicable. Report the maximum number of contact or credit hours accepted.			
<input type="checkbox"/> Study at another institution	Hrs.	<input type="checkbox"/> Testing Out	Hrs.
<input type="checkbox"/> Work experience	Hrs.	<input type="checkbox"/> Other (Specify)	Hrs.
F. Minimum Residency:			
G. Teaching Methodologies: Check if applicable. Report the percentage of the course (must equal 100%).			
<input type="checkbox"/> Classroom Instruction	%	<input type="checkbox"/> Independent Study	%
<input type="checkbox"/> Laboratory Instruction	%	<input type="checkbox"/> Distance Education (Specify type)	%
<input type="checkbox"/> Internship/Externship	%	<input type="checkbox"/> Supervised Research	%
<input type="checkbox"/> Other (Specify)	%		
H. Student Evaluation:			
I. Minimum Course Grade:			
J. Minimum Cumulative Grade:			
K. Objectives and Outcomes:			
L. Program Components:			